



# New Residential Building Permit Application

## City of Maple Grove

Fax 763-494-6417 Phone 763-494-6060  
12800 Arbor Lakes Pkwy, P.O. Box 1180  
Maple Grove, MN 55311

### For Office Use Only

Permit # \_\_\_\_\_

Permit Cost \_\_\_\_\_

Date Received \_\_\_\_\_

Applicable Code: 2015 MN Residential Code

Job Site Address: \_\_\_\_\_

Legal Description: Lot \_\_\_\_\_ Block \_\_\_\_\_ Addition \_\_\_\_\_

### PROPERTY OWNER

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone #: \_\_\_\_\_

### CONTRACTOR

Company Name: \_\_\_\_\_ Office Phone #: \_\_\_\_\_

License #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### PERMIT TYPE

<input type="checkbox"/> New	To Include:
<input type="checkbox"/> Single Family	<input type="checkbox"/> Finished Basement
<input type="checkbox"/> Two Family	<input type="checkbox"/> Deck
<input type="checkbox"/> Town House	<input type="checkbox"/> Porch
	<input type="checkbox"/> None of the Above

Submittal Requirements on Reverse Side

**NOTE: Plans and supporting documents that you submit are considered to be public information. Portions of the information may be classified as non-public if you provide specific reasons that would permit the City to conclude that they are trade secrets.**

## New Home Permit Application Checklist

<input type="checkbox"/>		Building Plans (2 sets) including all Elevations
		<ul style="list-style-type: none"> <li>• Typical cross sections for each wall/floor type – From base of footing to roof peak.</li> </ul>
		<ul style="list-style-type: none"> <li>• Floor plans – Provide for each floor indicating use of each room. Identify basement finishing.</li> </ul>
		<ul style="list-style-type: none"> <li>• Footing layout/foundation plans – Include all details (anchor bolt spacing, reinforcement, etc.)</li> </ul>
		<ul style="list-style-type: none"> <li>• Energy Code – Identify on plan prescriptive methods used (table format acceptable). Illustrate compliance with radon reduction requirements.</li> </ul>
		<ul style="list-style-type: none"> <li>• Emergency escape and rescue opening specifications (including window wells)</li> </ul>
		<ul style="list-style-type: none"> <li>• Locations of all required safety glazing</li> </ul>
		<ul style="list-style-type: none"> <li>• Any notes/details necessary to show compliance with any other requirements of the MN Residential Code – Stair geometry, guardrails, smoke alarms, foundation waterproofing, fireplaces, decks, porches.</li> </ul>
		<ul style="list-style-type: none"> <li>• Optional Features - If your plans include optional features, features to be used must be identified and those that are not must have those features crossed off.</li> </ul>
		<ul style="list-style-type: none"> <li>• Reference Documents - If plans reference a document other than the IRC, a copy of that document or pertinent portions must be included with the plans. If the plans specify “roof trusses to be braced in accordance with ...”, then copies of that document must be included.</li> </ul>
		<ul style="list-style-type: none"> <li>• Reverse plans – Reverse plans will not be accepted. Plans must match the submitted survey.</li> </ul>
<input type="checkbox"/>		Special Structural Submittals
		Truss Plans – See MN Residential Code sections R502.11.4 and R802.10.1 for requirements.
		Truss to wall connections – If toenails are used, indicate the uplift for each truss and what combination of fasteners (ex. 16d or 10d common, box, or gun nails) will be used that meet the uplift. If connectors are used, include the uplift for each truss and identify the brand, model number, and resistance to uplift for each connector location.
		Engineering on any structural component not provided prescriptive requirements in the MN Residential Code (structural composite lumber, structural glue-laminated members, I-joists, steel columns or beams)
		Tall Walls – Supporting engineering must be provided when tall walls are used that fall outside the prescriptive requirements of the code.
		Braced Walls - All braced wall lines, both interior and exterior, must be clearly identified on the drawings and all pertinent information including but not limited to construction details, bracing method, location and length of braced wall segments, foundation requirements, attachment schedule, and braced wall segment attachment at top and bottom of segment must be clearly identified.
		Identify load paths through the building for all point loads and how loads are transferred through the building
	<input type="checkbox"/>	Sprinkler plans when applicable to include: <ul style="list-style-type: none"> <li>• Standard to which system designed</li> <li>• Scale dimension floor plans showing location of all sprinkler heads</li> <li>• Routing of all sprinkler piping including pipe size and material</li> <li>• Floor plans to show vaults, tray ceilings, projections, soffits</li> <li>• Sprinkler head specifications and hydraulic worksheet showing compliance with the standard used</li> <li>• Method of protection of piping if required by manufacturer</li> </ul>

**\*\*Plans that do not have the proper information provided will be returned to the applicant\*\***

**\*\*\*Revised plans must be submitted whenever changes in the original plan occur\*\*\***

Estimated Value of Work Performed \_\_\_\_\_

Fees and plan review are based on 2015 MN State Building Code.

Permit becomes void if the work does not begin within 180 days or is suspended at any time for over 180 days.

Permits issued and inspections made by the City are a public service and do not constitute any representation, guarantee or warranty, either implied or expressed, to any person as to the condition of the building or conformance to applicable construction codes. The undersigned acknowledges that this application had been read and that the above is correct and agrees to comply with all the ordinances and laws of the City of Maple Grove.

Periodic and/or final inspection of this work is required by the Minnesota State Building Code. It is the responsibility of the applicant/permit holder to call the Maple Grove Building Department at 763-494-6060 to schedule an inspection.

**I hereby apply for a building permit and acknowledge that the information above is complete and accurate. I understand that this is not a permit and work is not to start without a permit. I understand that the permit will expire and become null and void if the work does not begin within 180 days or is suspended at any time for 180 days. I acknowledge that I am responsible to call for all required inspections and insuring that all work will be done in compliance with the ordinances of the City of Maple Grove and the laws of the State of Minnesota.**

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_